

# SMALL PROJECTS PROGRAM

## D.C. COMMISSION ON THE ARTS & HUMANITIES



### APPLICATION GUIDELINES FOR INDIVIDUALS AND ORGANIZATIONS FY 2007

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Arts & Humanities  
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(202) 724-3148 TDD  
<http://dcarts.dc.gov>

Anthony Gittens  
Executive Director



Government of the District  
of Columbia  
Anthony A. Williams, Mayor

### DEADLINES

- § Wednesday, November 15, 2006
- § Wednesday, February 28, 2007
- § Wednesday, May 23, 2007

All applications must be received at the Commission office by **7pm** on the deadline date.

### SMALL PROJECTS PROGRAM WORKSHOPS

Assistance in preparing applications is available through workshops held on:

- § Wednesday, November 1, 2006, 12:00-1:30 p.m.
- § Wednesday, February 7, 2007, 12:00-1:30 p.m.
- § Wednesday, May 9, 2007, 12:00-1:30 p.m.

All Small Projects Program Workshops are held at the D.C. Commission on the Arts and Humanities' office at 410 8th Street, NW, Fifth Floor, Washington, D.C. Reservations are not required.

### ABOUT THE COMMISSION

The D.C. Commission on the Arts and Humanities is the official arts agency of the District of Columbia. Commission programs support and promote stability, vitality, and diversity of artistic expression in the District. The Commission is assisted in its grants making by advisory panels of respected arts professionals and community representatives who make recommendations to the Commission on grant awards.

### ABOUT THE SMALL PROJECTS GRANT PROGRAM

The Small Projects Program offers grants up to \$1,000 for individual artists and arts organizations only. The program seeks to make grant funds more accessible for small scale arts projects with budgets under \$3,000. Projects may include but are not limited to the following:

- § arts presentations;
- § technical assistance services to aid fundraising, marketing, and managerial efforts;
- § documentation of activities and artistic product through photography, brochures, portfolios, "demo" tapes, or slides; or
- § art-related conferences, workshops and seminars which enhance and strengthen artistic and professional development.



### ACCESSIBILITY SERVICES

Persons needing accessibility accommodations for Commission services and programs may contact the Commission's 504 Coordinator, Mary Liniger, at (202) 724-5613 or (202) 727-3148 TDD to request assistance. A large print or cassette version of this document is available with advance notice. Sign language interpretation is available for Commission workshops and events with two weeks notice.

**The D.C. Commission on the Arts and Humanities is supported in part by the  
National Endowment for the Arts.**

## ACCESS AND EQUAL OPPORTUNITY

Federal and District of Columbia statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin, Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 - 12213) which prohibits discrimination on the basis of disabilities; and the D.C. Human Rights Act of 1977.

## ELIGIBILITY

Individual artists must be residents of the District of Columbia and arts organizations must maintain their principal place of business in Washington, D.C. at least one year prior to the application date and for the entire grant period. **At least fifty-one percent of applicant's scheduled activities must occur within the District of Columbia. Incomplete applications will not be forwarded to the panel for review.**

The SPP Program application process is competitive and subject to the availability of funds. Applicants may not receive funding for more than one SPP Program deadline in one fiscal year and may submit only one application per deadline. Funds awarded must be spent within the authorized grant period, unless otherwise approved by the Grants Officer. Applications are reviewed on the basis of artistic merit, project feasibility and appropriateness. Priority will be given to applicants who have not received grant funds from the D.C. Arts Commission within the past five years beginning in FY '03.

## GRANT AMOUNTS/NOTIFICATION

Small Project Program grants are in amounts of \$1,000 or less and there is no matching requirement. Applicants are notified in writing of the status of their application approximately eight weeks after the application deadline. The Commission reserves the right to rescind all grant awards for non-compliance with grant guidelines, policies and regulations. Funds must be spent within fiscal year 2007, which ends on September 30, 2007. Upon completion of the grant period or by October 15, 2007, applicants will be required to complete a final report of project activities and provide any support materials resulting from the project grant.

## SPECIFIC SUBMISSION REQUIREMENTS BY DISCIPLINE

In addition to the requirements listed on the application forms, all applicants are required to submit artistic work samples up to two years old for the evaluation of artistic merit. If applicant has conducted similar projects in the past two years, it is recommended, if applicable, to include samples of participants' works (for example, samples of artwork created by participants of a visual arts workshop).

- **VISUAL ARTS AND CRAFTS:** Individuals submit 10 slides or digital images in **slide show format** of at least five different works. Organizations submit 20 slides or digital images in **slide show format** of different works. Include 8 copies of a slide identification sheet listing the applicant and artist name, title, medium, size and date of completion of each work.
- **DANCE:** Up to two videotapes of performances.
- **INTERDISCIPLINARY/PERFORMANCE ART:** (Individuals only) Up to 10 slides with 8 copies of a slide identification sheet, or up to two audio/video tapes, or a combination of items, demonstrating the integration of disciplines in your work.
- **LITERATURE:** 8 copies of five works. If submitting excerpts, provide synopsis.
- **MEDIA (FILM/VIDEO/RADIO):** Up to two audio/video tapes of completed work or work-in-progress, and 8 copies of a one-page treatment of each work.
- **MULTIDISCIPLINARY:** Work samples demonstrating artistic excellence in at least two artistic disciplines. Work samples must conform to the requirements for each discipline.
- **MUSIC:** Up to two audio/video tapes. Composers and arrangers should also submit related scores or lead sheets.
- **THEATER:** Individuals submit samples that could include video tape of contrasting monologues, 10 slides of productions with 8 copies of slide identification sheet, audio tape of sound design, or 8 copies of a concept statement (1-3 pages) of a recently directed play. Playwrights submit 8 copies of a play and a one-page synopsis. Organizations submit 8 copies of up to four representational programs or playbills.

**SPP**  
**2007**

## SMALL PROJECTS PROGRAM

Application form for **INDIVIDUALS**

### APPLICATION DEADLINES:

Wednesday, November 15, 2006

Wednesday, February 28, 2007

Wednesday, May 23, 2007

**7:00 p.m.**

**SUBMIT: ONE ORIGINAL PACKET** (the signed application form and its attachments) and **8 COPIES**, COLLATED, BINDER CLIPPED or STAPLED. **PLEASE TYPE.**

**THIS IS PAGE ONE OF YOUR APPLICATION PACKET**

**To complete the following required information, please refer to codes in the Guide to Grants (pages10-13):**

Applicant  
Legal Status: \_\_\_\_\_

Applicant  
Institution Type: \_\_\_\_\_

Applicant Discipline: \_\_\_\_\_

Project Discipline: \_\_\_\_\_

Artist Type: \_\_\_\_\_  
(use descriptor from pg. 12)

Type of Activity: \_\_\_\_\_

**The Guide to Grants may be found online at <http://dcarts.dc.gov>**

**Applicant's Legal Name:** \_\_\_\_\_

**Applicant's Professional Name:** \_\_\_\_\_  
(if different than legal name)

**Address #1:** \_\_\_\_\_ **D.O.B.:** \_\_\_\_\_ (Include S.S. # on your W-9 form – REQUIRED)  
(P.O. Box Not Accepted)

**Address #2:** \_\_\_\_\_

**Washington, DC Zip Code:** \_\_\_\_\_ **Ward #:** \_\_\_\_\_

**Telephone/day:** \_\_\_\_\_ **Telephone/eve:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**PROJECT SUMMARY:** (up to 30 words, use the space provided, do not photo reduce)

**Project is located in Ward(s):** \_\_\_\_\_

**Project Budget:** \$ \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_

**Number of artists participating:** \_\_\_\_\_

**Number of individuals benefiting (including audience):** \_\_\_\_\_

**Work sample submitted (i.e., 10 slides, 1 videotape):** \_\_\_\_\_

### **PLEASE ATTACH THE ITEMS ON THE SPP CHECKLIST TO THE APPLICATION FORM**

Collate in the exact order of the checklist. Use 8 1/2" X 11" sheets. Include your completed checklist with the application.

I hereby certify that the information in this application and its attachments are true and correct to the best of my knowledge.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

# SPP

## 2007

# SMALL PROJECTS PROGRAM

Application form for **ORGANIZATIONS**

**APPLICATION DEADLINE:**

Wednesday, November 15, 2006

Wednesday, February 28, 2007

Wednesday, May 23, 2007

**7:00 p.m.**

**SUBMIT: ONE ORIGINAL PACKET** (the signed application form and its attachments) and **8 COPIES**, COLLATED, BINDER CLIPPED or STAPLED. **PLEASE TYPE.**

**THIS IS PAGE ONE OF YOUR APPLICATION PACKET**

To complete the following required information, please refer to codes in the Guide to Grants (pages 10-13):

Applicant Legal Status: \_\_\_\_\_ Applicant Institution Type: \_\_\_\_\_ Applicant Discipline: \_\_\_\_\_

Project Discipline: \_\_\_\_\_ Artist Type: \_\_\_\_\_ Type of Activity: \_\_\_\_\_

(use descriptor from pg. 12)

The Guide to Grants may be found online at <http://dcarts.dc.gov>

(Include EIN or S.S. #  
on your W-9 form –  
REQUIRED)

Organization's Legal Name: \_\_\_\_\_

Address #1: \_\_\_\_\_

(P.O. Box Not Accepted)

Address #2: \_\_\_\_\_

Washington, DC Zip Code: \_\_\_\_\_ Organization Ward # : \_\_\_\_\_

Organization Contact: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Project Director: \_\_\_\_\_ Project Director Title: \_\_\_\_\_

Project Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Website/URL: \_\_\_\_\_

Date Founded	Date Incorporated	2005 Expenses	2005 Income
_____	_____	_____	_____

**PROJECT SUMMARY: (up to 30 words, use the space provided, do not photo reduce)**

Project is located in Ward(s): \_\_\_\_\_

Project Budget: \$ \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Number of artists participating: \_\_\_\_\_

Number of individuals benefiting (including audience): \_\_\_\_\_

Work sample submitted (i.e., 10 slides, 1 videotape): \_\_\_\_\_

**PLEASE ATTACH THE ITEMS ON THE SPP CHECKLIST TO THE APPLICATION FORM**

Collate in the exact order of the checklist. Use 8 1/2" X 11" sheets. Include your checklist with the application

I hereby certify that the information in this application and its attachments are true and correct to the best of my knowledge.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# SPP

## 2007

## PROJECT BUDGET

### PROJECT EXPENSES

#### PERSONNEL

Administrative \_\_\_\_\_

Artistic \_\_\_\_\_

Technical/Production \_\_\_\_\_

#### OUTSIDE FEES & SERVICES

Administrative \_\_\_\_\_

Artistic \_\_\_\_\_

Technical/Production \_\_\_\_\_

#### SPACE RENTAL

\_\_\_\_\_

#### TRAVEL

Transportation \_\_\_\_\_

Per Diem \_\_\_\_\_

#### MARKETING/PROMOTION

Printing \_\_\_\_\_

Advertising \_\_\_\_\_

#### REMAINING OPERATING EXPENSES

Postage \_\_\_\_\_

Telephone \_\_\_\_\_

Other (itemize) \_\_\_\_\_

Equipment\* \_\_\_\_\_

#### TOTAL CASH EXPENSES

(May not exceed \$3,000  
& must match Total  
Project Income)

### PROJECT INCOME

Admissions \_\_\_\_\_

Other Earned Income \_\_\_\_\_

Applicant Cash \_\_\_\_\_

#### CONTRIBUTED INCOME

Corporate Support \_\_\_\_\_

Foundation Support \_\_\_\_\_

Other Private Support \_\_\_\_\_

In-Kind Support \_\_\_\_\_

#### GOVERNMENT SUPPORT

Federal \_\_\_\_\_

Local \_\_\_\_\_

#### GRANT AMOUNT REQUESTED (May not exceed \$1,000)

\_\_\_\_\_

#### TOTAL PROJECT INCOME

(Must match Total Project  
Expenses)

\_\_\_\_\_

\*Use of grant funds to purchase equipment of \$500 or more per unit, with life expectancy of more than two years is **not** permissible.

# SPP

## 2007

## APPLICATION CHECKLIST

(FOR INDIVIDUALS & ORGANIZATIONS)

**Applicant Name:** \_\_\_\_\_

**BE SURE TO ATTACH A COMPLETED COPY OF THIS CHECKLIST TO EACH APPLICATION PACKET.**

**THIS IS PAGE TWO OF YOUR APPLICATION PACKET**

For detailed instructions, see pages 9-15 of the *Guide to Grants* (which can be found on the Commission website)

q	<b>Project Description</b> —up to one page
q	<b>Mission Statement (organizations) or Artistic Statement (individuals)</b> —up to one page
q	<b>Artistic resumé(s) of key personnel involved in the project</b> —up to two pages each
q	<b>Project budget</b> (fill out the form on page 5), along with a <b>budget narrative</b> explaining line items—up to one page
q	<b>(Organizations Only) – Describe organization’s accessibility services</b> and how the proposed project will be made accessible for participants with disabilities—up to one page. Refer to page 15 of the <i>Guide to Grants</i> for more information.
q	<b>No more than four items of additional material</b> , e.g., reviews, letters of support, programs, brochures, etc.
q	<b>Cost estimates</b> , e.g. commercial invoices and/or price quotes on business letterhead
q	<b>Work Sample Description:</b> A brief description of the work sample submitted (slide identification sheet, treatment, synopsis, etc.)
<p align="center"><b>ALSO, PLEASE PROVIDE <u>ONE</u> COPY OF THE FOLLOWING ITEMS ATTACHED TO THE SIGNED, ORIGINAL PACKET</b></p> <p>q Work Sample, as defined on page 2</p> <p>q A self-addressed stamped envelope with proper postage for return of work sample, if desired</p> <p>q A copy of Form W-9 (Request for Taxpayer Identification Number and Certificate); available on the Commission website</p> <p>q Optional Survey</p>	

## GRANTEE INFORMATION

The D.C. Commission on the Arts and Humanities is requesting the following demographic data to comply with the agency's annual reporting as requested by the National Endowment for the Arts from all state arts agencies.

The information provided will in no way impact on any decision (funding or otherwise) regarding your project, organization, or proposal.

This form is optional, and the D.C. Commission on the Arts and Humanities respects the rights of any and all individuals who elect not to provide this additional requested material.

### Project Descriptors

**Project Descriptors:** Check off one or more of the following "descriptors" if it applies to a significant portion (50% or more) of the grant activities. Leave blank if none apply.

- ☐ Accessibility
- ☐ International
- ☐ Presenting/Touring
- ☐ Technology
- ☐ Youth at Risk

**Arts Education:** Please indicate the extent of Arts Education activities (if any) accomplished by this project. Leave boxes blank if none apply.

Less than 50% of project activities are arts education directed to:		50% or more of project activities are arts education directed to:	
A. K-12	..	A. K-12	..
B. Higher Education	..	B. Higher Education	..
C. Pre-kindergarten	..	C. Pre-kindergarten	..
D. Adult learners	..	D. Adult learners	..

**Racial Characteristics:** Using the chart below, check the ONE box that best represents 50% or more of the racial make-up of your organization's staff, board, general programs and audience.

	Staff	Board	Audience	General Programs
Asian	..	..	..	..
Black/African American	..	..	..	..
Hispanic/Latino	..	..	..	..
American Indian/Alaska Native	..	..	..	..
Native Hawaiian/Pacific Islander	..	..	..	..
White	..	..	..	..
No single group	..	..	..	..